

Functional Series 400
Personnel

INTERIM UPDATE #17

SUBJECT: New 25-Day Maximum Home Leave Policy for Home Leave/Transfer to
USAID/W

NEW MATERIAL: USAID has joined the Department of State in increasing the
maximum home leave allowed employees on home leave/transfer
orders to USAID/W, or other domestic assignment in the U.S., from
15 to 25 workdays.

EFFECTIVE DATE: April 14, 2000

POLICY

USAID/General Notice
M/HR/PPIM/PP
05/22/2000

SUBJECT: New 25-Day Maximum Home Leave Policy for Home Leave/Transfer to
USAID/W

In response to inquiries, we are pleased to announce that USAID has joined the
Department of State in increasing the maximum home leave allowed employees on
home leave/transfer orders to USAID/W, or other domestic assignment in the U.S., from
15 to 25 workdays. The Director General of the Foreign Service, Edward Gnehm, Jr.,
recently announced this change in policy on April 12, 2000, in State 069947.

To facilitate employees in making home leave/transfer arrangements for the summer
travel cycle, we are announcing the new policy in advance of its publication in the
Foreign Affairs Manual (FAM). The operative section in the FAM is 3 FAM 3435, Home
Leave in Connection With an Assignment in the U.S., which will be effective April 14,
2000.

The new home leave policy will apply retroactively to employees on home leave/transfer
orders to USAID/W or other domestic assignment in the U.S., beginning on or after April
14, 2000. However, the length of an employee's home leave will be subject to the
concurrence of the gaining and losing posts of assignment.

This notice will be posted on the "Leave Administration Webpage" of the Human
Resource Website. The address is: <http://inside.usaid.gov/M/HR> .

Employees with specific questions regarding their home leave travel should contact
their servicing personnel officer in M/HR/POD or M/HR/EM.

POINT OF CONTACT: Questions regarding this notice may be directed to Joann Jones, M/HR/PPIM/PP, on (202) 712-5048.

Notice 0531

File name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU417_052500.doc	05/22/2000	04/14/2000	N/A	ADS CD 19	New